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## MEMORANDUM

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**TO:** DATAMASTER DMT AGENCIES CONNECTED TO THE HOST NETWORK  
**FROM:** AMANDA BOLDUC, ALCOHOL PROGRAM SUPERVISOR  
**SUBJECT:** MONTHLY UPDATE PROCEDURE  
**DATE:** 11/2/2015  
**CC:** GREG NAGURNEY

The Vermont Forensic Laboratory (VFL) has recently completed a networking project for the DataMaster DMT instruments. The majority of the fleet is now connected to a HOST computer at the VFL. Now, every time a test or protocol is completed, that data is automatically uploaded to our servers and we can see and review the information. To see if your DMT is connected to the network, look for this small icon in the bottom right hand corner of the home screen:



If your DMT is connected to the network, you no longer need to send us copies of your Routine Performance Check reports in February, June and October; they upload to us automatically. We review reports daily and will contact you if there is a problem. However, if during your RPC sequence you encounter a problem, please email us and inform us what happened.

The data that VFL is collecting must be made available to the Defense and State's Attorneys. To accomplish this, we are uploading records to our website in order to ensure all data is properly provided for Discovery. To save agencies time and effort, we request each agency to provide copies of log books each month. Every agency has a Maintenance Log associated with their DMT, and most also have an Operator Log. Please send us a copy of the previous month's log(s) during the first week of a new month. These should be emailed to [dps.dmt@vermont.gov](mailto:dps.dmt@vermont.gov). By doing this, we will prevent the need for any agency to have to respond to a specific discovery request as all of the data will already be available on the DMT Discovery website.

If you have any questions about this process, or the Alcohol Program in general, please contact us.

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